

POLICE INSPECTOR

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is a specialized law enforcement position concerned with the gathering of criminal intelligence, investigation of crimes against persons and property, crime prevention, and other duties as assigned by the Chief of Police.

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the police service, the primary duty includes the initial on follow-up investigation of crimes committed in the jurisdiction. The Police Inspector interviews victims and witnesses, protects and processes evidence, attempts to find and apprehend persons suspected of committing crimes, and assist prosecutors in building cases for the court. The Police Inspector is also responsible for keeping records and compiling reports related to investigations. An employee of this class works independently in most areas with general instructions for non-routine assignments. This position will perform all functions assigned by the Chief of Police.

EXAMPLES OF WORK

(including but not limited to)

Makes initial or follow-up investigations of complaints received, taking statements or receiving information from complainants, victims, or witnesses.

Ensures that crime scenes are protected and searched for all possible evidence related to the crime. Collects and labels evidence in a manner so as to protect the chain of possession and allow for the admission of the items in court.

Conducts investigations of crimes against persons and property.

Interviews persons who may have evidence or knowledge which might assist in the conducting of a criminal investigation.

Interrogates suspects of crimes under investigation following laws and established procedures.

Arrests suspects in accordance with the law.

Confers with court officers to clarify information regarding cases or to assist in formulating appropriate charges.

Testifies in court when required.

Investigates or assist in investigation of complaints of suspected illegal activity where juveniles are involved or suspected of being involved as suspects or victims.

Writes reports after obtaining the needed information and putting it into a clear and concise form.

Makes speeches or conducts demonstrations at schools or meetings of citizen's groups.

Conducts or manages departmental internal investigations.

Performs various duties as assigned, required or as indicated by the Chief of Police.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have not less than four (4) years of experience in law enforcement work immediately preceding the closing date for application to the board.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.